

CENTRAL INTELLIGENCE AGENCY DDA 78-3633/1
WASHINGTON, D.C. 20505

20 September 1978

DD/A Registry
File *Meeting*

The Honorable John M. Thomas
Assistant Secretary for Administration
Department of State
Washington, D. C. 20520

Dear John,

25X1
25X1A ☐ Per our telephone conversation of Tuesday, 19 September,
I am forwarding to you ☐ recommendations to me for an
agenda for the first meeting of the ☐ Joint Policy Board. 25X1A

25X1 ☐ I would just add a few comments:

a. The first item is practically a non-problem.
The Agreement itself does not specify by title the
members of the Board. The Secretary, however, has
indicated you and Stu, and the Director here has
indicated Bill and myself. It is merely meant to
tidy the record.

b. The other three items are worthy of a few
minutes discussion amongst us before we turn the
troops loose.

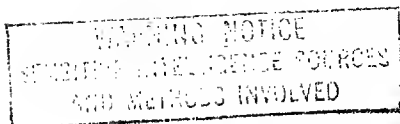
25X1 ☐ If your calendar permits, I would suggest we get together
around 3:00 p.m. on Wednesday, 27 September, or about 2:00 p.m. on
Thursday, 28 September. If it is more convenient to push it off to
the following week, that is all right with me. *held*

Best regards,

/s/ Jack

John F. Blake
Deputy Director
for
Administration 25X1

Enclosure



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15 September 1978

MEMORANDUM FOR: Deputy Director for Administration

25X1A FROM :
Director of Communications

SUBJECT : Agenda for the Initial Meeting of the
Joint Policy Board

25X1

25X1 The first meeting of the Joint Policy Board should probably be on organization of the Board, its committees, and types of support to be provided to the Board by the State and CIA liaison officers. I recommend the following as the single agenda item.

a. Verification of membership.

b. Mission: Establish operational, procedural and technical policy guidelines, resolve problems, and coordinate planning, programming, and procurement for optimum resource utilization.

c. Establishment of standing committees of the Joint Policy Board.

- (1) Communications requirements.
- (2) Installation standards.
- (3) Program coordination.
- (4) Communication security.
- (5) Shielded enclosures.

(Others may be needed)

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SUBJECT: Agenda for the Initial Meeting of the
Joint Policy Board ☐

25X1

d. Types of support to be provided to the Board
by the liaison officers:

(1) Monitor and report on compliance
with the MOA and provide recommendations,
at least annually, for revision of the MOA.

(2) Make joint studies as requested
by the Board.

(3) Monitor planning and implementation
of major joint programs and projects.

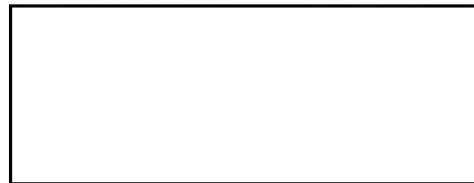
(4) Make recommendations for consolidation
of communications facilities.

(5) Develop and maintain ☐ operational
handbook.

25X1A

(6) Formulate and recommend agenda items
for the Board.

25X1A

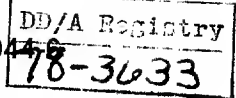


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
OC-M-78-677

15 September 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : 
Director of Communications

SUBJECT : Agenda for the Initial Meeting of the
Joint Policy Board 

 The first meeting of the Joint Policy Board should probably be on organization of the Board, its committees, and types of support to be provided to the Board by the State and CIA liaison officers. I recommend the following as the single agenda item.

a. Verification of membership.

b. Mission: Establish operational, procedural and technical policy guidelines, resolve problems, and coordinate planning, programming, and procurement for optimum resource utilization.

c. Establishment of standing committees of the Joint Policy Board.

(1) Communications requirements.

✓ (2) Installation standards.

(3) Program coordination.

✗ (4) Communication security.

✗ (5) Shielded enclosures.

(Others may be needed)

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OC-M-78-077

SUBJECT: Agenda for the Initial Meeting of the
Joint Policy Board ☐

25X1

d. Types of support to be provided to the Board
by the liaison officers:

(1) Monitor and report on compliance
with the MOA and provide recommendations,
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(2) Make joint studies as requested
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handbook.

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(6) Formulate and recommend agenda items
for the Board.

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OCPS M78-042
26 September 1978

MEMORANDUM FOR: Director of Communications

25X1A FROM :
Acting Chief, Planning Staff, OC

SUBJECT : Topics for the Initial Meeting of the
CIA/DOS Joint Policy Board 25X1

REFERENCE : OC-M78-677, 15 September 1978

25X1 1. The reference outlines a proposed agenda for the initial meeting of the CIA/DOS Joint Policy Board (JPB). To properly address these items, it is believed that several important questions should be answered.

25X1 2. The first agenda item is "verification of membership." While the membership has been agreed upon, at least informally, the MOA states only that the JPB will be "composed of equal DOS and CIA representatives..." and that "each organization will nominate an executive to serve as co-chairman of the Board." A second minor item is the frequency of meetings. The MOA calls only for meetings "quarterly or more often if required alternately at DOS and CIA offices." It may be desirable to discuss a mechanism for calling "emergency" meetings to discuss items which should not or cannot be held in abeyance for up to three months.

25X1 3. The MOA states the JPB's mission, and the reference includes it as an item for discussion. How will the JPB perform this mission? At what point will issues be raised to the JPB's attention? What assistance will the JPB have in analyzing issues which it is considering? In general, it is suggested that items be brought to the attention of the Board for action only when it is clear that a matter of policy is involved or when problems of implementation of the joint working arrangements specified in the MOA occur. Status and informational briefings would also be given. Most issues should

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SUBJECT: Topics for the Initial Meeting of the CIA/DOS
Joint Policy Board ☐

25X1

be settled at the liaison officer or office level. Even in matters of policy, the liaison officers should fully research background and applicable information and present a position paper on the issue prior to JPB meetings. In summary, four busy executives, most probably meeting only four times a year, must rely on their staffs to make them aware of issues raised at a working level and to prepare them to discuss any item to be raised at the meetings. The two liaison officers must serve as the focus for this support to the JPB. To formalize these and other JPB functions in a general sense, a proposed JPB Charter is included as an attachment.

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4. ☐ While it is assumed that you and Mr. Branch will have discussed the two liaison officer position descriptions prior to the upcoming meeting, the liaison officer duties could be discussed at the meeting, and their relation to the JPB stated to avoid any possible misunderstanding. This is suggested particularly since the liaison officers will be extremely important in influencing the day-to-day workings of the new MOA. One action which is recommended for the Board is to place committees under the co-chairmanship of the liaison officers. This could be accomplished under the liaison officer role of providing staff support for the Board and would limit the number of people with whom the JPB would need to deal.

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5. ☐ Subparagraph c. of the reference lists a number of proposed "standing committees." If the liaison officers are to be committee co-chairmen, it is suggested that initial committee makeup be formulated by the liaison officers, yourself and Mr. Branch. It should not be necessary to establish separate committees for all items listed in the reference.

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6. ☐ While it is agreed that the discussion of these items will, and should, fully occupy the initial JPB meeting, subjects for future meetings or liaison officer reports might be discussed including items listed earlier by the Planning Staff:

- ° Establishment of Joint Standards of Service.
(Definition of agreed level and types of communications service.)

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